



Louisiana  
**SCS**  
State Civil Service

## Adjusted Service & Leave Date Calculator Instructions

- The calculator is structured to credit service and leave based on the [HR Handbook Job Aids and Resources](#) found in Chapters 11 & 17.
- Part-time service is prorated for leave and/or service credit based on the actual total hours worked during the appointment.
- The actual “days difference” is calculated based on the actual calendar dates and will take into account leap years. This will accurately credit an employee with days of leave and/or service credit earned during the appointment.
  - **Example:** If 1/1/15 – 7/1/15 is entered in the appointment range, this is not 180 days (assumed 30 day month) but rather 182 actual calendar days (31-day months in January and May).

In addition, time accrued towards the adjusted service date and leave credit date is calculated using actual calendar dates from the “Most Recent Appointment” date and will take into account leap years.

- Not all sections of the calculator may be used. For example, an employee may hold several different appointments with no break in service which would result in no entries into the “Absence From State Service” section.

**NOTE:** If calculating state service for a rehired retiree, all state service earned prior to retirement in any state retirement system counts towards leave credit only. Users should disregard the adjusted service date presented and only use the leave service date.

### **SECTION 1 - Most Recent Appointment:**

1. **Appointment Type:** Select the appropriate appointment type from the dropdown box.
2. **Agency Hire Date:** Indicate the agency hire date. Please note that the date entered must be on or before the “Current Date.” A future hire date cannot be entered.
3. **Current Date:** This date defaults in automatically and is the date the calculator is accessed. This date is also used as a point of reference for the current appointment.
4. **Full or Part-Time:** Indicate whether the period served was full-time or part-time. If part-time, the number of hours worked is required to prorate the credit for leave and/or service.
5. **Total Hours Worked During Appointment:** A “0” is defaulted. If part-time status is indicated, this field will require hours to be entered. If full-time status is indicated, this field is ignored regardless of the hours entered.

6. **Authorized Days of LWOP > 30 Days Per Calendar Year:** Indicate the total number of days in LWOP status in excess of 30 days, as this time counts for “leave only” (unless used to hold an unclassified position, military purposes under SCS Rule 11.26 or approved education purposes). A “0” is defaulted.
  - a. EXAMPLE: John was on 45 days of authorized LWOP in a calendar year. You would enter “15” in the LWOP field.

## **SECTION 2 - Previous State Employment:**

1. **Appointment Type:** Select the appropriate appointment type from the dropdown box.
2. **Appointment Begin Date:** Indicate the start date of the appointment.
3. **Appointment End Date:** Indicate the last day worked in the appointment.

**NOTE:** Since the applicability of service/leave credit differs for service earned prior to and on/after 1/1/1983, users must split the appointment begin/end dates along this logic for accurate calculation.

**Example:** John served in a full-time unclassified appointment from 5/7/1982 until 5/7/1983. In order for the calculator to correctly attribute John’s service and leave credit, this appointment should be entered as follows:

- Appointment: UNCL (5/7/1982 - 12/31/1982)-Time counts for service & leave credit.
- Appointment: UNCL (1/1/1983 – 5/7/1983)-Time counts for leave credit only.

4. **Full or Part-Time:** Indicate whether the period served was full-time or part-time. If part-time, the number of hours worked is required to prorate the credit for leave and/or service.
5. **Total Hours Worked During Appointment:** A “0” is defaulted. If part-time status is indicated, this field will require hours to be entered. If full-time status is indicated, this field is ignored regardless of the hours entered.
6. **Authorized Days of LWOP > 30 Days Per Calendar Year :** Indicate the total number of days in LWOP status in excess of 30 days, as this time counts for “leave only” (unless used to hold an unclassified position, military purposes under SCS Rule 11.26 or approved education purposes). A “0” is defaulted.
  - b. EXAMPLE: John was on 45 days of authorized LWOP in a calendar year. You would enter “15” in the LWOP field.
7. **Restricted/Provisional Conversion Checkbox:** Check this box **ONLY** for time served in a Restricted/Provisional appointment that was converted to a Probational/Job Appointment in the same agency with no break in service. Checking this box in error will result in incorrect leave and/or service calculation.

## **SECTION 3 - Absence From State Service:**

1. **Absence Type:** Select the appropriate absence type from the dropdown box. Detailed information about each absence is included in parenthesis.

2. **Absence Begin Date:** Indicate the begin date of the absence (the effective date of separation).
3. **Absence End Date:** Indicate the end date of the absence (the day prior to the next classified appointment).

**NOTE:** Only absences between classified appointments can be considered and excludes breaks between emergency and/or restricted appointments and/or multiple restricted appointments. If dates are entered and a "0" is shown for the service and leave credit, then the date ranges exceed the allowable time period for credit to be earned.

#### **SECTION 4 - Unclassified Service Earned Prior to Acquisition Into Classified Service Per SCS Rule 24.2:**

1. **Appointment Begin Date:** Indicate the start date of the appointment.
2. **Appointment End Date:** Indicate the last day worked in the appointment. The end date should be "Day Prior To Acquisition" as indicated.

#### **SECTION 5 – Service/Leave Totals:**

**Total State Service Credit (Informational Purpose Only):** This section displays the total amount of time accrued towards state service credit. This total takes the time earned in the "Most Recent Appointment Information" section and adds it to all other state service included to reflect an employee's total state service credit. Credit accrued in the "Most Recent Appointment" is not counted toward the adjusted service date since the employee is currently serving in the appointment.

**Total Leave Credit (Informational Purpose Only):** This section displays the total amount of time accrued towards leave credit based on the information entered. This total takes time earned in the "Most Recent Appointment Information" section and adds it to all other state service included to reflect an employee's total leave credit. Credit accrued in the "Most Recent Appointment" is not counted toward the leave service date calculation since the employee is currently serving in the appointment.

**Adjusted Service Date:** Days of credit based on the information entered in the "Previous State Employment" and/or "Absence From State Service" and/or "Unclassified Service Earned Prior to Acquisition Into Classified Service Per SCS Rule 24.2" sections are totaled and compared to the "Most Recent Appointment" date to calculate the employee's adjusted service date.

**Leave Service Date:** Days of credit based on the information entered in the "Previous State Employment" and/or "Absence From State Service" and/or "Unclassified Service Earned Prior to Acquisition Into Classified Service Per SCS Rule 24.2" sections are totaled and compared to the "Most Recent Appointment" date to calculate the employee's leave service date.

#### **SECTION 6 - Calculator Buttons:**

1. **Calculate:** Click to calculate the "Adjusted Service Date" and "Leave Service Date" based on the appointment information entered. In addition, "Total State Service Credit" and "Total Leave Credit" will also be calculated for informational purposes.

2. **Print/Save Results**: Click to export the calculator page into a formatted PDF document which can be saved and/or printed.
3. **Reset**: Click to clear all items previously entered in the calculator (including the “Comments” box).

## **SECTION 7 – Employee Info/Comment Section:**

### **Employee Name:**

- Enter the employee’s full name here to identify for whom the service has been calculated.

### **Employee ID #:**

- Enter the employee’s ID number as it exists in the agency’s HRIS/payroll system (Example: LaGov HCM agencies would enter a personnel number).

### **Comments Box:**

- This is an optional, free-text field for agency use (200-character limit).